



*Lowell Public Schools*  
*Lowell High School*  
*50 Fr. Morissette Blvd*  
*Lowell, Massachusetts 01852-1050*



*Michael Fiato*  
*Head of School*

*Tel. (978) 937-8900*  
*Fax (978) 937-8902*  
*Email: MFiato@lowell.k12.ma.us*

**Liam Skinner, Interim Superintendent**

**July 24, 2023**

**Lowell Public Schools**  
**155 Merrimack St**  
**Lowell, MA 01852**

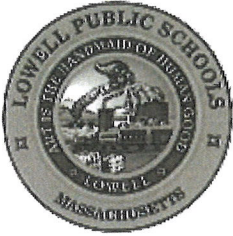
Re: Solon Show Choir Invitational

Dear Mr. Skinner,

I'm writing to request permission for Michael Winslow and Rafael Quiles to bring Lowell High School students to compete in the Solon Show Choir Invitational in March of 2024. Show choir styles and performance levels differ greatly depending on the area of the country. Lowell High School students generally have only been exposed to what we do in New England. We would like to give them the opportunity to compete in the Midwest and to be able to evaluate some of these other groups. We took this trip in 2020 and it was highly beneficial to our students. This is a great opportunity for our students to see qualities of advanced performers and work to apply them to their own performance.

**Music Standards Addressed:**

- Standard 1: Students will sing, alone and with others, a varied repertoire of music.
- Standard 3: Students will play instruments, alone and with others, to perform a varied repertoire of music.
- Standard 5: Students will describe and analyze their own music and the music of others using appropriate music vocabulary. When appropriate, students will connect their analysis to interpretation and evaluation
- Standard 6: Students will describe the purposes for which works of dance, music, theater, visual arts, and architecture were and are created, and, when appropriate, interpret their meanings.
- Standard 8: Students will demonstrate their understanding of styles, stylistic influence, and stylistic change by identifying when and where artworks were created, and by analyzing characteristic features of art works from various historical periods, cultures, and genres.



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**Trip Itinerary**

**Friday, March 1, 2024**

6:00 AM Depart Lowell High School  
11:00 AM Lunch stop en route  
3:30 PM Arrive at Splash Lagoon  
Indoor Water Park (Erie, PA) Hotel  
stay in Erie, PA

**Saturday, March 2, 2024**

Early morning departure for Solon  
High School (Solon, OH)  
Competition all day.  
Hotel stay in Twinsburg, OH area

**Sunday, March 3, 2024**

9:00 AM Depart for LHS  
1:00 PM Lunch stop en route  
6:00 PM Dinner stop en route  
10:00 PM Return to Lowell High  
School

**Trip Costs (Per student)**

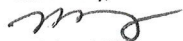
\$170.00 Transportation  
\$30.00 Splash Lagoon Admission  
\$100.00 Meals  
\$100.00 Hotel Accommodations  
**TOTAL: \$400.00**

The cost of the trip will be paid for partially by students and partially through fundraising. The cost to the school department will potentially be substitute coverage for Friday, March 1st, 2024, for chaperones Michael Winslow and Rafael Quilles

TOTAL STUDENTS: 100  
TOTAL ADULTS: 9

The following adults will be chaperoning the trip: Steven Aitchison, Manuela Campbell, Andrew Costa, Peter Doherty, Rafael Quilles, Heidi Sandler, Mary Silva, Michael Silva. All outsiders will be CORI checked prior to the trip.

Sincerely,

  
Michael Fiato  
Head of Schools

**LHS Field Trip Request Form**  
(Must be turned in 4 weeks in advance)

A trip is considered an official Lowell High School Field Trip when it is connected to any LHS class, student activity, club, sport or special program whether they occur on a school day or on a weekend.

Name of Staff Member making the request: Michael Winslow Date of Request: 5/11/23

Class or group attending: Showchoir Description of field trip and how it relates to the curriculum:  
Competition in Ohio. This will allow students to observe and learn from other groups.

Date of Trip: 5/12-3/24 Time of Departure: 6:00 AM Time of Return: 10:00 PM in state ☒ out of state

No. of Students: 100 No. of Chaperones: 9 Type and number of vehicles: 2 Coach Busses Approx. Mileage 1288

There should be at least one chaperone for every 20 students. Names and cell-phone numbers for chaperones:

No. of substitutes requested 2 Coverage is needed for 1 Full Day (OR) Specific Periods (list)

Charges to Student (per person)	Charges to School Department (per person)	Covered by other Funding (specify grant or other source)
Transportation: _____	_____	<u>\$170<sup>00</sup></u>
Entry Fees: _____	_____	<u>\$30<sup>00</sup></u>
Meals: _____	_____	<u>\$100<sup>00</sup></u>
Other: _____	_____	<u>100<sup>00</sup></u>

Student Activities

Please list any previous field trips you have taken this school year by date and description:

Steven Aitchison, Manuela Campbell, Andrew Costa, Peter Doherty,  
Rafael Qulles, Heidi Sandler, Mary Silva, Michael Silva

You are required to meet the following conditions:

- Obtain parental and teacher permission
- Provide a list to Data Processing of students attending (48 hours prior to the field trip)
- Meet all requirements of the field trip site you are going to
- File a post-trip report to your department chair and the Head of School if requested
- Ensure that students have a post-field trip instructional follow-up if the field trip is classroom-based and academic in nature
- Arrange for students to be returned to LHS or home

Reviewed by Department Chair: [Signature]

Date: 5/11/23

Approved by Head of School: [Signature]

Date: 5/17/23



**ALLOW 4 WEEKS FOR PROCESSING**

(6 WEEKS IF SCHOOL COMMITTEE APPROVAL IS NEEDED)

**Please fill out all provided fields to avoid any delays of the approval process-**

REMIT TO: CURRICULUM OFFICE

Name of Staff Member: Rafael QuilesSchool: Lowell High School Grade Level: 9-12 Subject: SpanishWorkshop Title: Solon Showchoir InvitationalOrganization/Department Presenting Workshop: Solon High School Cost: 0Date(s) of Workshop: Competition for showchoirsSubstitute Coverage Needed? No ☐ Yes ☒ (Please circle one)

If Para is to serve as the coverage, indicate Para's name here \_\_\_\_\_

In State ( )

\*Out of State ( ☒ )\*Overnight ( ☒ )(Please ☒ one)

Letter to the Superintendent of Out of State/Overnight attached \*\*

Signature of Applicant: R. Quiles Date: 5/18Signature of Approval by Principal: [Signature] Date: 5/17/23

\*\*Please provide source of funding, account number and/or grant name, and number for workshop and substitute\*\*

Funding Source	Workshop	Substitute	Initials of Approval Department
Title I School			
Title I District			
Individual School Fund #			
Professional Development District			
SPED			
Other Grants/Programs (Provide Grant/Program Name & No #)			

Signature of Central Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Sub Reserved: \_\_\_\_\_ Date: \_\_\_\_\_

Request Denied by: \_\_\_\_\_ Date: \_\_\_\_\_

\*A letter to the Superintendent for all out-of-state or overnight activities is required at the time the Liac Form is submitted and the "completed package" is to be sent to the Lowell Teacher Academy for processing



**ALLOW 4 WEEKS FOR PROCESSING**

(6 WEEKS IF SCHOOL COMMITTEE APPROVAL IS NEEDED)

**Please fill out all provided fields to avoid any delays of the approval process**

REMIT TO: CURRICULUM OFFICE

Name of Staff Member: Michael Winslow

School: Lowell High School Grade Level: 9-12 Subject: Choral Music

Workshop Title: Solon Showchoir Invitational

Organization/Department Presenting Workshop: Solon High School Cost: 0

Date(s) of Workshop: Competition for LHS showchoir

Substitute Coverage Needed? No ☐ Yes ☒ (Please circle one)

If Para is to serve as the coverage, indicate Para's name here \_\_\_\_\_

In State ( )

\*Out of State ☒

\*Overnight ☒

(Please ☒ one)

\*\* Letter to the Superintendent of Out of State/Overnight attached \*\*

Signature of Applicant: Michael Winslow Date: 5/11/23

Signature of Approval by Principal: [Signature] Date: 5/17/23

\*\*Please provide source of funding, account number and/or grant name, and number for workshop and substitute\*\*

Funding Source	Workshop	Substitute	Initials of Approval Department
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Signature of Central Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Sub Reserved: \_\_\_\_\_ Date: \_\_\_\_\_

Request Denied by: \_\_\_\_\_ Date: \_\_\_\_\_

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Lowell Public Schools:  
OVERNIGHT FIELD TRIP CHECKLIST

The School Committee recognizes that first-hand learning experiences provided by field trips are a most effective and worthwhile means of learning. It is the desire of the Committee to encourage field trips as an integral part of the program of the schools.

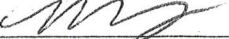
Specific guidelines and appropriate administrative procedures shall be developed to screen, approve and evaluate trips and to ensure that all reasonable steps are taken for the safety of the participants. These guidelines and appropriate administrative procedures shall ensure that all field trips have the approval of the Head of School and that all overnight trips have the prior approval of appropriate Administrative level.

Approval of the School Committee must be granted prior to money being collected, arrangements being made, or parental consent being issued for all overnight field trips.

The following guidelines are set to implement the planning of field trips as part of, and directly related to, classroom learning activities. All guidelines must be included in the request.

- ☒ The application for approval for an overnight field trip which requires students to miss a day or more of school must include written justification from the teacher proposing the trip.
- ☒ The application for approval for an overnight field trip which requires students to miss a day or more of school must include a written statement of the learning standards the trip will address.
- ☒ The application for approval for an overnight field trip must include an itemization of all costs associated with the trip and the funding source.
- ☒ All proposed field trips must have the approval of the school building administrator.
- ☒ All day trips must be within budgetary allotments for such purpose and be approved by the superintendent. Any trip, for which there is no budget allotment, must have advance approval of the School Committee.
- ☒ Each student who goes on a field trip must have written parental permission.
- ☒ Enough supervision must be provided so that discipline on the trip is effective.
- ☒ All trips must be well planned, properly timed, and related to regular learning activities.
- ☒ All Chaperones/other adults MUST be corried. Please list chaperones that are attending:

Steven Pritchison, Manuela Campbell, Andrew Costa, Peter Doherty,  
Ratael Quilloes, Heidi Sandler, Mary Silva, Michael Silva

Signature of Head of School: 

Date: 5/17/23

Signature of Central Administrator: \_\_\_\_\_

Date: \_\_\_\_\_